

2004 Cal Grant Workshops References Index

Cal Grant Programs Comparison

Grant Roster Adjustment Reason Codes

Deferment Request – Cal Grant Programs (G12)

Special Alert 2004 – 09 Change to Cal Grant Monthly Payment Cycle

Special Alert 2004 – 16 Manual Payment Process Update

Grant Operations Memo 2004 – 11 California Chafee Grant Program 2004-05

Chafee Grant Program FAQ

Forms and Publications Order Form (G-411)

Facts at your Fingertips 2003-04 Entitlement

Facts at your Fingertips 2003-04 Competitive

Fund Your Future Counselor's Guide

Grant Roster Adjustment Reason Codes

COD E	DEFINITION	COMMISSION ACTION/RESULT
FT	<u>Recipient is attending full-time</u> and payment is being increased to reflect full-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than the recipient's maximum eligible amount for the term. Recipient uses full eligibility for the term. NOTE: This adjustment reason code is necessary only when a recipient's payment is adjusted up to the full-time amount. It is not necessary to use this code when there is no change to a recipient's full-time status.
TT	<u>Recipient is attending three quarter-time</u> , and payment is being adjusted (increased or decreased) to reflect three-quarter-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated three-quarter-time amount when applicable, based on the payment proration requirements for the school. The recipient uses three quarters of the full eligibility for the term.
HT	<u>Recipient is attending half-time</u> , and payment is being adjusted (increased or decreased) to reflect half-time status.	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount when applicable, based on the payment proration requirements for the school. The recipient uses half of the full eligibility for the term.
AF	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending full-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use full eligibility for the term.
AT	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending three-quarter-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than the term amount displayed on the Grant Roster, but no more than the maximum for which the recipient is eligible. The recipient will use three quarters of the full eligibility for the term.
AH	<u>School makes a miscellaneous adjustment to a recipient's term payment, and the recipient is attending half-time.</u> This code should only be used if a more specific code does not apply. The amount reported must be greater than 0.	The Commission will pay the adjusted amount reported in the term adjustment field, which can be more or less than what is displayed on the roster, but no more than the maximum for which the recipient is eligible. The recipient will use half of the full eligibility for the term.

Grant Roster Adjustment Reason Codes

OF	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending full-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C.. The recipient will use full eligibility for the term.
OT	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending three-quarter-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C.. The recipient will use three quarters of the full eligibility for the term.
OH	<u>(Tuition/Fees only) Recipient is receiving tuition/fee assistance from an outside source, and the recipient is attending half-time.</u> Partial charges or \$0 charges, depending on the amount of other assistance, should be entered in the term adjustment field on the Grant Roster.	The Commission will pay the amount reported in the term adjustment field whether partial charges or \$0 are entered, but will not pay more than the maximum for which the recipient is eligible. Recipients for whom the school reports \$0 payment for the term will not be withdrawn from their program regardless of whether they have a Cal Grant A, B, or C.. The recipient will use half of the full eligibility for the term.
RF	<u>The RF code indicates a renewal recipient has a revised need and is attending full-time.</u> The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.	The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.

Grant Roster Adjustment Reason Codes

RT	<p>The RT code indicates a renewal recipient has a revised need and is attending three-quarter-time. The school has made a revision to a renewal recipient's unmet financial need, and the current Grant Roster does not reflect the new need amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when a revision to the need amount printed on the Grant Roster results in a change to the recipient's annual award amount, and therefore affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use three quarters of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
RH	<p>The RH code indicates a renewal recipient has a revised need and is attending half-time. The school has made a revision to a renewal recipient's unmet financial need and the current Grant Roster does not reflect the new need, amount or the correct payment for the term(s). The school must enter a revised need amount in the Adjusted Need field on the Grant Roster and enter the adjusted term payment in the appropriate term adjustment fields for the individual award types (tuition/fees, subsistence, or book and supply). An adjusted annual need must be reported for renewal recipients when change to the previously reported need affects the term payments. This change can either result in a decrease or increase to the recipient's annual award. Note: Revisions to new recipient's need amounts must be reported on the Grant Record Change Form for Schools (G-21) and cannot be reported on the Grant Roster.</p>	<p>The Commission will recalculate the recipient's annual award based on the adjusted need amount entered. The Commission will pay the amount entered in the term adjustment field(s), but no more than the maximum for which the recipient is eligible. If the recipient's payment should be \$0, the school must enter \$0 in the term adjustment field. The recipient will use half of the full eligibility for the term. Subsequent Grant Rosters will reflect an updated annual award, the updated need amount, and updated term payments.</p>
LA	<p>Recipient is taking a leave of absence from the Cal Grant program. The school must enter a \$0 amount in the term adjustment field. The school should not use the LA code when a payment greater than \$0 is reported for a term.</p>	<p>The Commission will place the recipient in a leave status for the term. The recipient will not use any eligibility for the term. The subsequent updated Grant Roster will reflect a \$0 term payment and a LA code in the Pay Status field. NOTE: Payments reported by any school for a term for which one school has reported a leave of absence will override the recipient's leave status for the term.</p>

Grant Roster Adjustment Reason Codes

NP	<u>Recipient is not making satisfactory academic progress.</u> The school must enter a \$0 amount in the term adjustment field.	<p>The Commission will place the recipient in an unsatisfactory progress status for the term, and the recipient will not use any eligibility for the term. The school must report a recipient's unsatisfactory progress for every term affected. The subsequent updated Grant Roster will reflect a \$0 term payment and an NP code in the Pay Status field. To clear a recipient's unsatisfactory progress status for a term, the school should report a payment adjustment for the term.</p> <p>Recipients who have an unsatisfactory progress status for consecutive terms beyond one academic year will be withdrawn from their program. (Example: A recipient who is reported as "NP" for both the fall and spring semesters must activate his or her award by re-establishing satisfactory progress during the subsequent term or the award will be withdrawn.)</p>
LD	<u>School is aware that the recipient is in default on an educational loan,</u> and therefore, cannot disburse funds.	Recipient's award will be withdrawn.
GR	<u>School is aware that the recipient owes a refund on a federal or state grant,</u> and therefore, cannot disburse funds.	Recipient's award will be withdrawn.
IA	<u>Ineligible course for Cal Grant A:</u> <ul style="list-style-type: none"> Recipient is enrolled in an instructional program that is less than two academic years in length. 	Recipient's award will be withdrawn.
IB	<u>Ineligible course for Cal Grant B:</u> <ul style="list-style-type: none"> Recipient is enrolled in an instructional program that is less than one academic year in length. 	Recipient's award will be withdrawn.
IP	For more information, please call the Commission.	
SR	(Tuition/Fees only) <u>Recipient is a graduating senior enrolled less than full-time (three-quarter time, half-time or less than half-time).</u> Actual tuition/fee charges, up to the maximum term award, should be entered in the term adjustment field.	The Commission will pay up to the amount charged by the school, but no more than the maximum amount the recipient is eligible to receive, based on the recipient's remaining eligibility in the program. The recipient will be withdrawn from the program after payment is made.
ST	(Subsistence only) <u>Recipient is a graduating senior enrolled three quarter-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field, but will not pay more than a prorated three-quarter-time amount. The recipient uses three quarters of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.
SH	(Subsistence only) <u>Recipient is a graduating senior enrolled half-time.</u>	The Commission will pay the adjusted amount reported in the term adjustment field but will not pay more than a prorated half-time amount. The recipient uses half of the full eligibility for the term. The recipient will be withdrawn from the program after payment is made.

CAL GRANT PROGRAM COMPARISON

GENERAL ELIGIBILITY REQUIREMENTS			
GRANT CRITERIA	CAL GRANT A	CAL GRANT B	CAL GRANT C
General student eligibility:	Must: <ul style="list-style-type: none"> • Be a California resident • Be a U.S. citizen or eligible non-citizen • Meet U.S. Selective Service requirements • Attend an eligible California college or university in 2004-05 • Maintain at least half-time enrollment • Maintain satisfactory academic progress as defined at school of attendance • NOT be in default on any federal or state educational loan or owe a grant refund 		
Eligibility based on:	Financial need, income and asset ceilings, and GPA; cannot have completed a prior baccalaureate degree	Financial need, income and asset ceilings, and GPA; cannot have completed a prior baccalaureate degree	Financial need, income and asset ceilings, and GPA; Cal C Supplement; cannot have completed a prior baccalaureate degree
Application forms:	FAFSA, GPA Verification Form	FAFSA, GPA Verification Form	FAFSA, GPA Verification Form
Additional forms:	None	None	Cal C Supplement
Minimum program length:	Two academic years	One academic year	Four months
Eligibility time limit:	Eligible until completion of baccalaureate degree or completion of equivalent of four years full-time study (Exception: teacher credential or mandatory five-year programs)	Eligible until completion of baccalaureate degree or completion of equivalent of four years full-time study (Exception: teacher credential or mandatory five-year programs)	Eligibility limited to two years regardless of length of vocational program.
Minimum need for new recipients:	Maximum program award amount plus \$1,500	\$700	Maximum program award amount plus \$1,500
Type of assistance:	Tuition/fee assistance only	Only access costs in first year; tuition/fee and access costs thereafter	Tuition/fee and training costs (books and supplies)
These were the new recipient annual award amounts for 2004-05:	CSU.....\$2,332 UC.....\$5,682 Ind/Prop\$8,322* (*Not to exceed actual tuition charged)	In first year, student receives only access costs of \$1,551; in subsequent years, student receives access payment as well as tuition/fees in the same amounts as Cal Grant A	Up to \$2,592 tuition/fees; \$576 training-related costs
Special award category:	<u>California Community College Reserve:</u> Eligible students attending a CCC have their Cal Grant As placed in "reserve status" until they attend a four-year college or university	2% of new recipients are eligible for both access costs and tuition/fees in the first year	None
Renewal process:	File a FAFSA to determine continued financial need and make satisfactory academic progress	File a FAFSA to determine continued financial need and make satisfactory academic progress	Grant is awarded for the length of the program, up to two years, as long as student maintains satisfactory academic progress

For each program listed below, a student must meet all General Eligibility Requirements plus those applicable to his/her group.

ENTITLEMENT REQUIREMENTS (Must be California resident at time of high school graduation)				
		CAL GRANT A	CAL GRANT B	CALIFORNIA COMMUNITY COLLEGE TRANSFER
2004-05	Application deadline:	March 2, 2005	March 2, 2005	March 2, 2005
	Population served:	2003-04 and 2004-05 high school graduates with minimum high school GPA of 3.00.	2003-04 and 2004-05 high school graduates with minimum high school GPA of 2.00.	Eligible to receive Cal Grant A or Cal Grant B; Must have graduated from a CA high school July1, 2000 or later high with minimum community college GPA of 2.40 <u>and</u> transferring to a qualifying institution offering a baccalaureate degree; must be under the age of 24 by December 31 of award year
	Number of new awards:	All eligible	All eligible	All eligible
2005-06	Application deadline:	March 2, 2006	March 2, 2006	March 2, 2006
	Population served:	2004-05 and 2005-06 high school graduates with minimum high school GPA of 3.00.	2004-05 and 2005-06 high school graduates with minimum high school GPA of 2.00.	Eligible to receive Cal Grant A or Cal Grant B; Must have graduated from a CA high school July1, 2000 or later high with minimum community college GPA of 2.40 <u>and</u> transferring to a qualifying institution offering a baccalaureate degree; must be under the age of 24 by December 31 of award year
	Number of new awards:	All eligible	All eligible	All eligible
COMPETITIVE REQUIREMENTS (Limited number of awards)				
		CAL GRANT A	CAL GRANT B	
Application deadline:		First deadline: March 2, 2005 for students not receiving entitlement awards Second deadline: September 2, 2005 for community college students only		
Population served:		Students from low- and middle-income families	Students from disadvantaged and low-income families	
Selection criteria:		<u>Special consideration</u> given to disadvantaged students; factors to be considered include financial, educational, cultural, language, home, community, environmental, and other conditions that hamper a student's access to, and ability to persist in, postsecondary education programs <u>Additional consideration</u> given to students who: <ul style="list-style-type: none">Are not recent high school graduates.Are pursuing Cal Grant Bs and have reestablished their GPAsAttended a disadvantaged high school		
Number of new awards for 2005-06:		22,500 authorized awards: <ul style="list-style-type: none">50% for students meeting March 2, 2005 deadline50% for community college students meeting September 2, 2005 deadline		
OTHER AWARD REQUIREMENTS				
		CAL GRANT C		
Application deadline:		March 2, 2005		
Population served:		Vocationally-oriented students from low- and middle-income families		
Number of new awards for 2005-06:		7,400 funded		
Additional requirement:		None		

This document provides general guidelines for the programs. For detailed legal descriptions, please refer to the California Education Code.

Deferment Request Cal Grant Programs



If you are a Cal Grant recipient and have been called to active military duty or entering military service, you may apply for a deferment for your Cal Grant for up to three years.

Please print or type:

1. Name (last, first, middle)

2. Social Security number

3. Telephone number where you may be reached during the day
() -

4. Mailing address

City

State

Zip code

5. Most recent school of attendance

6. I am a:

☐ freshman ☐ sophomore ☐ junior ☐ senior

7. Length of requested deferment — from: ____/____/____ to: ____/____/____

I have read the policies at the bottom of this form and understand that reactivation of my Cal Grant will depend upon my own initiative, as well as the other stated requirements.

Signature ►

Date

Commission Policies for Deferments

- Cal Grant recipients are eligible to apply for a military deferment whether or not they have actually enrolled in classes before entering their service obligation.
- Deferments may not exceed three years. Extensions may be granted with the submission of a written request and documentation, such as a copy of the orders or a letter verifying your service obligation from the Commanding Officer or Personnel Officer.
- A recipient who is granted a deferment is responsible for contacting the Commission concerning reactivation of the Cal Grant award. The Commission must be contacted *within one year following return to civilian status*, for the grant to be reactivated. All financial need requirements must be met before the award will be reactivated.

If you have any questions concerning this form, you may contact the Commission's Customer Service Branch by calling (888) 224-7268 or, via e-mail at custsvcs@csac.ca.gov. Office hours are 8:00 a.m. to 4:50 p.m., Monday through Friday, except Thursday. Office hours on Thursdays are 9:00 a.m. to 4:50 p.m.

You may fax a copy of this form to (916) 526-8002 or mail your completed form to:

**California Student Aid Commission
Grant Program Processing Section
P.O. Box 419028
Rancho Cordova CA 95741-9028**



SPECIAL ALERT

Update of the California Student Aid Commission

June 08, 2004

GSA 2004-09

TO: Financial Aid Administrators

FROM: Max Espinoza 
Chief, Grant Services Division

CONTACT: Grant Services Division
Phone: (916) 526-7590 or (888) 294-0153
Fax: (916) 526-8002
E-mail: custsvcs@csac.ca.gov

SUBJECT: Proposed Change to the Cal Grant Monthly Payment Cycle

This Alert is to inform you that the Commission plans to adjust the production schedule. Over the last few years, many aid administrators have requested that supplemental advances be run more frequently. Currently, the Commission processes the reconciliation cycle once a month.

The Commission is making this change to the production cycle in order to provide supplemental advances to schools twice monthly. The production schedule will be amended to run the reconciliation cycle (currently known as the "month-end" processes) at both mid-month and at month-end. The Payment Activity Report will be generated each time the reconciliation process is run.

We realize that some schools may need to make adjustments to their own production calendars to accommodate this change. Please let us know immediately if this change in our processing schedule will cause your institution significant problems. The implementation will go forward on July 1 if the Commission has not received concerns by June 30, 2004.

Please contact the Commission Help Desk staff at 1-888-294-0148 or Justin Ngo of our Cal Grant Operations staff by email at jngo@csac.ca.gov or by phone at 916-526-7981 if we can be of any assistance.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Grant Services Division
P.O. Box 419027, Rancho Cordova, CA 95741-9027 (916) 526-7590 Fax: (916) 526-8002
Website: www.csac.ca.gov email: custsvcs@csac.ca.gov



SPECIAL ALERT

Update of the California Student Aid Commission

September 3, 2004

GSA 2004-16

TO: Financial Aid Administrators

FROM: Max Espinoza 
Chief, Grant Services Division

CONTACT: Grant Services Division
Phone: (916) 526-7590 or (888) 294-0153
Fax: (916) 526-8002
E-mail: custsvcs@csac.ca.gov

SUBJECT: Manual Payment Process Update

This alert is to notify schools that in an effort to improve the manual payment process for both school and Commission staff, a new format for manual payment forms is being implemented. The use of these forms will shorten the time between the school's request for payment and issuance of the check from the Commission.

While the process is not changing, the five-part forms are being replaced with single sheet forms. In addition, the manual payment forms have been improved to specifically address each Cal Grant program in place of the previous generic forms. Sample forms can be viewed at <http://www.csac.ca.gov/secured/specialalerts/2004.asp>.

Schools will begin seeing these forms immediately. Questions regarding the manual payment process may be directed to Damian Scribner at 916-526-7961 or Jessica Fontaine-Duckens at 916-526-7362.

Thank you for your continued efforts to serve students.



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Grant Services Division
P.O. Box 419027, Rancho Cordova, CA 95741-9027 (916) 526-7590 Fax: (916) 526-8002
Website: www.csac.ca.gov email: custsvcs@csac.ca.gov



OPERATIONS MEMO

Update of the California Student Aid Commission

August 26, 2004

GOM 2004-11

TO: Financial Aid Administrators

FROM: Max Espinoza 
Chief, Grant Services Division

CONTACT: Grant Services Division
Phone: (916) 526-7590 or (888) 294-0153
Fax: (916) 526-8002
Email: custsvcs@csac.ca.gov

SUBJECT: California Chafee Grant Program 2004-05

This Operations Memo announces that federal funding has been appropriated for the 2004-05 California Chafee Grant Program (Program). The Program assists eligible California youth aging out of foster care with the costs of attending a postsecondary institution in a Title IV- eligible program.

Background

In the fall of 2003, the California Department of Social Services (CDSS) received approval and funding for the Program, beginning with the 2003-04 award year. The California Student Aid Commission (Commission) administers the Program under contract and guidance from CDSS.

Students may receive up to \$5,000 per year if they are enrolled in an eligible program. Chafee Grant funding is intended to supplement, **not supplant**, any grant funds that a student may otherwise be entitled to receive, nor may the total grant funding exceed the student's cost of attendance.

Student Eligibility

As a reminder, the Commission is using a data file provided by the CDSS to determine the initial pool of students who may be eligible to participate in the Program.

Successful recipients must be enrolled in a Title IV-eligible program of at least one year in length in 2004-05 and have financial need. Recipients must also be enrolled at least half time and maintain satisfactory academic progress. However, Program recipients are **not** required to meet the following standard student financial aid rules regarding:

- Selective Service registration
- High school diploma, GED or ATB
- United States citizenship or eligible non-citizen
- Student loan default
- Federal or State grant repayment rules



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Grant Services Division
P.O. Box 419027, Rancho Cordova, CA 95741-9027 (916) 526-7590 Fax: (916) 526-8002
Website: www.csac.ca.gov email: custsvcs@csac.ca.gov

Application Process

Online- The Commission has established an online application to expedite the application submission process. CDSS staff expects that many of the applicants will seek assistance from financial aid counselors familiar with their case and that counselors will assist applicants with the online application process. The Commission's Web address for the application is: www.chafee.csac.ca.gov. Students without a Social Security number may now apply for the Program through the Chafee website or by paper. Students without a Social Security number should contact us directly at (916) 526-8276 if they need any assistance.

PDF- A PDF of the application is also available on the Commission's Web site and may be downloaded and submitted by students directly to the Commission's Chafee Grant Program staff. Students without a Social Security number may apply for the Program either by faxing or mailing the paper application to the Commission. These students will be assigned a unique identification number and their application will be processed manually.

Commission Process- Commission staff will review the Chafee Grant Program application and match it to the CDSS data files of California Chafee ILP-eligible foster youth and to the Commission's records of 2004-05 FAFSAs. Records that match will be processed promptly and a Financial Need Analysis Report (Report) will be sent to the student's postsecondary institution financial aid office to determine the award amount. The Report may be completed by the school's financial aid staff either via WebGrants or by the paper report (attached). Students without Social Security numbers who have no ISIR on file will be processed manually using only the paper Report.

Renewal Applicants

The 2003-04 Chafee recipients do not need to submit another Chafee application. They are only required to file a 2004-05 FAFSA. Students without a Social Security number, or who are unable to complete a FAFSA, may contact the Commission for further instructions and assistance. Name, address, and school changes can be made by contacting the Commission or sending in the change form, which is available on the Commission's web site: www.chafee.csac.ca.gov.

Coordination of Award Amount

Chafee Grant Program benefits must be coordinated with other resources the applicant has available for 2004-05. The Financial Need Analysis Report will assist the Commission in determining the remaining financial need of your student. Please cancel remaining loan disbursements or work study awards to allow maximum Chafee Grant awards prior to completing the Report.

Need Analysis Report

The Cost of Attendance for the Financial Need Analysis Report has been pre-populated from the standard cost of attendance as maintained in the Commission's database. This information is collected by the Commission each year and in most cases, reflects a 9 month budget. If your institution has access to the Commission's WebGrants system, you will be able to update the need analysis data via WebGrants. The Commission encourages WebGrants submission of the need analysis data because it will expedite Program processing. Non-WebGrants schools will need to use the paper reporting form.

Institutions may increase the pre-populated standard costs without paper justification provided on the Financial Need Analysis Report for the following:

- Child (dependent) care expenses,
- Study Abroad Costs, or
- Disability-related expenses

Any other individual expenses that institutions add using professional judgment should be reported on a paper form with justification to the Commission.

Applications from Students without Social Security numbers

The Program **does not** restrict awards to U.S. citizens or Title-IV eligible non-citizens. Students who do not have a Social Security number and are not able to successfully submit a FAFSA may still be eligible for a Chafee Program Grant. For these students, the Commission requests that financial aid staff complete the Financial Need Analysis Report based on information available at the campus. Many campus representatives have expressed their willingness to process application materials for such students. The FAFSA on the Web estimator may be used to calculate the EFC for these purposes.

Participating Institutions

Successful recipients must be enrolled in Title IV-eligible programs during the 2004-05 academic year. However, the institutions are not required to participate in California's Cal Grant programs.

Payments

Immediately upon receipt of the financial need analysis, the Commission will process payments for eligible students and send the funds to the eligible schools. Checks will be issued in the student's name. Schools may contact the Commission at 888-224-7268 #3 to request co-payable checks.

Promotional Materials

The Commission will be sending out a 2004-05 Chafee Grant Program poster and brochures to financial aid offices under separate cover to assist you in publicizing this program.

Contacts

The Commission's Customer Service staff can be reached at (888) 224-7268 #1 for general inquiries. The Commission's Specialized Programs staff will be working directly with schools on the payment processes, while the Information Technology Help Desk staff will assist schools with the Web applications for the Program.

Web Sites

For more information on the Chafee Grant Program and its benefits, please check the following Web sites: www.chafee.csac.ca.gov or www.nrcys.ou.edu/NRCYD/etv.htm.

If you have any questions, please contact the Commission at 888-224-7268 #1. Thank you for your continued efforts to serve students.

Enclosures:

- Student Application,
- California Chafee Grant Program "Frequently Asked Questions,"
- Financial Need Analysis Report,
- Chafee Change Form,
- Renewal Announcement Letter

Frequently Asked Questions About: Chafee Grant Program Administration

Basic Questions

Where can I get basic information on the Chafee Grant Program?

The California Student Aid Commission (Commission) maintains the following website in order to provide information on the Chafee Grant Program: <http://www.chafee.csac.ca.gov>

How can I get brochures or flyers on this grant?

Chafee Grant brochures are available and can be requested by sending an email to: specialized@csac.ca.gov.

What are the minimum and maximum award amounts for the Chafee Grant?

The award amount ranges from \$10 to \$5,000 depending on the student's unmet need. The full amount of unmet need, up to the maximum of \$5,000 will be awarded to any student meeting the eligibility requirements. Funds are disbursed each year until the full \$8,000,000 allocation is gone.

Who does a school call if they have questions?

Schools should contact the Commission's Customer Service staff at (888) 224-7268, Option 3, with any questions.

How are eligible students identified? Will the Commission notify these students of their potential eligibility?

The California Department of Social Services (CDSS) provides the Commission with a list of students who are in the correct age range and were eligible for Independent Living Program (ILP) services. The Commission then matches that list against FAFSA records that have been received. Students who are on the list and who have filed a FAFSA have a record created on the Student Aid Commission's WebGrants system and are included on a Need Analysis report sent to the school. A letter is also sent to the student encouraging them to file an application.

What happens to students who are on the CDSS list but do not file a FAFSA? Does anyone contact them?

Yes, the Commission sends a letter to the student requesting that he/she complete a FAFSA.

How hard will we try to find a student? It was pointed out that these students move often!

Both the Commission and the schools will try to locate the student. It is the student's responsibility to keep us informed of all address/name changes. Using the ILP coordinator or former foster provider addresses might be a good suggestion. ILP staff has also informed the Commission that these students are frequently intimidated by the financial aid process and are hesitant to ask for help. Schools may have to take extra steps in identifying and supporting these students.

Chafee Application Questions

What are the application requirements?

There are three components of the student's application. A student must file the Chafee Program application, complete the FAFSA, and either appear on the CDSS list of eligible students, or get a signed certification of ILP eligibility from their ILP caseworker or from their county social services office. In addition, the school must complete a Need Analysis form.

What is the URL for the online application? Do students have to apply online or can they mail/fax the form?

Students can obtain information about the program, including an online application at www.chafee.csac.ca.gov. Students can file online or they can print and mail in the paper form. Since we are dealing with a limited resource, we advise that students file an application as early as possible. Applications can also be faxed; the Specialized Programs fax number is (916) 526-7977.

How does a student file a FAFSA without an SSN?

Students who do not have an SSN, and hence cannot formally file a FAFSA, will be processed manually. The student should have their school perform a manual needs analysis calculation to get an unmet need. The Commission will send a paper Need Analysis Report with our assigned ID number for the school to provide this unmet need. Schools can use whatever resources available to them to produce the student's unmet need. The paper Need Analysis Report should be returned to the Commission for processing.

CDSS created a list of ILP eligible students that was sent to the Student Aid Commission. What if a student is not on that list?

Students not on the CDSS list who also submit an application are sent an ILP Eligibility Certification Form. They must sign Section I, authorizing the ILP Coordinator to provide the information the Commission needs to update our records. If the students are in need of assistance, the Commission has a list of County ILP coordinators and their addresses. The ILP Coordinators complete Section II and forward the form to the CDSS for them to sign and authorize CDSS eligibility.

When does the school receive the Needs Analysis form?

Once the Commission has an application, a FAFSA and a CDSS match, the Need Analysis Report is sent to the school. However, the school can complete the Need Analysis on WebGrants prior to the cross match.

How do I check the status of an application?

WebGrants has an application status screen for this purpose. As the student and school complete the different application components, this screen is updated to tell you what is still needed.

How will the student and the school be notified of the award?

An award letter is sent to the student notifying them of the award. At the same time, the check is sent to the financial aid office with disbursement sheets. The school must verify half-time enrollment, satisfactory academic progress (SAP), and financial aid eligibility before releasing funds.

Eligibility Criteria and Verification of Eligibility

How does a student become eligible for a Chafee Grant?

Students must be ILP eligible between their 16th and 18th birthdays, currently enrolled half-time at an eligible college or vocational school in a program at least one year in length and have financial aid eligibility. The student must also have not reached their 22nd birthday as of July 1 of the award year. For the 2004-05 year this date would be July 1, 2004.

What steps does the school need to take to verify a student's eligibility?

The school must complete the Need Analysis Report either on WebGrants or paper, and verify financial aid eligibility (unmet need up to \$5000), half-time enrollment, and that the student is maintaining SAP. The school does NOT need to verify the student's ILP eligibility.

What is the definition of a program "one year in length?" Does this refer to an academic year or a calendar year?

The program must be one academic year in length. If the program meets the federal definition of an academic year, then the program meets the requirements of the Chafee Grant Program.

What is an eligible institution?

An eligible institution is a federal Title IV eligible school.

Does a student have to be a California resident to qualify?

No. Youth who "age out" of another state's foster care program and subsequently reside in California are eligible to apply for the Chafee services.

What type of verification would non-resident students need to provide for foster status?

The student should contact the Commission and request an ILP Certification Form. The form must be completed in order for the Commission to determine foster status. This is also true for residents that did not appear on the initial CDSS list.

Can a student living in the country with just an INS VISA get the Chafee grant?

Yes, if all of the eligibility criteria are met, there is no citizenship restriction. However, these students will be processed manually if they do not have a social security number.

Does 'SAP' refer to financial aid SAP or overall school Standards of progress?

The requirement refers to the school's financial aid Satisfactory Academic Progress (SAP) policy. The school will use the same SAP policy that it uses for all financial aid programs.

Does the Commission want to be informed if a student is not maintaining Satisfactory Academic Progress (SAP), and if so, how do we report it?

If a student is not making SAP, schools should notify the Commission by either making a note on the paper Need Analysis Report or by marking the appropriate box on the WebGrants Need Analysis screen. If a check has already been issued, then it should be returned to the Commission with a note indicating the reason the student is ineligible.

Can students who already have a Bachelor's degree receive this Grant?

Yes, there is no restriction that the student must be working on their first degree. The student must, however, enter the program by meeting the birthday requirement based on the date of their 22nd birthday.

What if a student is now married with children, are they still eligible?

Yes. There is nothing that prohibits a married student from receiving a Chafee Grant.

Need Analysis

The listing that the Commission send s to schools doesn't contain any social security numbers. How are schools supposed to identify the student if I have more than one student with the same name?

The mailing of any document containing a social security number is prohibited by law. While this new law is being phased in for the Commission's existing programs, all new programs are required to comply with the law. A Student ID has been assigned to each student. When you access the student's record on WebGrants using the Student ID, the student's demographic information will be displayed. This additional data should allow the school to identify the student.

Where did CSAC get the pre-filled amounts on the Needs Analysis Screen and why can't I change them?

Cost of attendance data was obtained from the school's 2004-05 College Cost Estimate form. If the pre-filled data does not match the actual budget, make an adjustment using the "other" field. The objective is to have the same "unmet need" on the report as the school records so that the Commission will not over or under award the student.

What if the school is using a lower budget than what CSAC has pre-filled?

If the budget is lower than the Commission's, the FAO will need to send in the paper need analysis report for a manual adjustment. Once again, the goal is to have the same unmet need. If the unmet need is well over \$5000, report it on WebGrants because the student will not be awarded more than \$5000.

Should schools report need for students who are fully packaged already?

Yes, if the student's loan balances can be reduced or if the student has unearned work study.

When will be the last day for CSAC to send out the need analysis to the school for the academic year 2003-04?"

The deadline for processing 2003-04 awards was September 30, 2004.

Do they have to use all other aid first? Like loans?

The Chafee grant should be packaged like other financial aid. Schools can return or reduce loan funds and work study to accommodate the grant.

If the student is enrolled less than full-time, must we prorate the Chafee grant the way we prorate the Cal Grant?

No proration is required for the Chafee award. However, a less than full-time student may have a different cost of attendance which may affect their financial need. The school will calculate whether the student has sufficient unmet financial need based to receive a Chafee Grant payment.

Can you discuss adding in summer costs?

Schools may make cost of attendance adjustments based on budget to accommodate a summer term. If the student has already received payment, then schools should adjust the award on paper only.

If a student has already received Chafee funds (less than the maximum amount) and later decides to attend summer school, can the student receive additional funds for summer?

Yes, the school should submit a paper Need Analysis Report with the updated COA and the previous award amount.

If the need analysis has been completed but included loans or other aid that could have been refunded, can a new need analysis be submitted so that the student may receive additional funds?

Yes, the school should return the check and send a new Need Analysis Report (paper) with the correction.

Disbursement of Funds

What is the stale date period on state checks?

The checks must be cashed/deposited within one year.

If a check is returned to us uncashed how long does the student have to reclaim it?

Returned checks are immediately sent back to accounting as abatements. The Commission may reorder a check, if necessary.

Right now we receive checks for disbursements; will we eventually be able to receive funds electronically?

We haven't set up electronic transfer of funds. It is something we can discuss if there is funding for future years.

Will the checks require a school to co-sign?

The check is issued either in the students name or co-payable to the student and school. Checks are mailed to the school. The school should verify enrollment and SAP prior to disbursing the check to the student. Schools who wish to receive co-payable checks should contact the Commission.

What if student enrollment dropped after the funds have been disbursed to the student?

Once the funds have been disbursed, there is no requirement that they be refunded if the student's enrollment status changes.

Renewal of Chafee Awards

When will the Commission know if funding will be available for next year?

CDSS will notify us. We really don't know when the final approval will be received. For this program we are dealing with both State and Federal budgets!

Will there be an automatic renewal letter sent out to Chafee eligible students telling them about the grant?

Students who received 2003-04 Chafee funds were automatically eligible for 2004-05 funds. Students were notified in June 2004 that to be eligible for 2003-05 funds they should file a 2003-05 FAFSA and notify the Commission of any demographic or school changes. Once the FAFSA is received the school is notified that a Need Analysis must be completed.

Are the age requirements the same for a renewal student?

Once a student is awarded, according to the federal guidelines, eligibility for continued payments can extend up until the age of 23.

Is there an application filing deadline?

Assuming funding and eventual over-application for this program, we will likely establish a priority filing deadline. No deadline has been set at this time.

Forms and Publications Order Form

Orders filled by **CSAC Headquarters**

California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA 95741-9027

Fax: CSAC Headquarters: (916) 526-8004

Telephone: CSAC Headquarters: (916) 526-7985 or (888) 294-0153 *Specialized Programs (916) 526-8276

____ G-10	Grant Record Change Form for Students (Available on CSAC Web site)	____ G-191*	Byrd Scholarship Fact Sheet
____ G-11	Cal Grant Entitlement Fact Sheet and Appeal Process	____ G-198*	Out-of-State APLE Pamphlet
____ G-12	Deferment Request for Cal Grant (Available on CSAC Web site)	____ G-200*	Child Development Grant Program Coordinators' Guide and Application
____ G-20.1	Cal Grant T Non-Recipient Information Sheet	____ G-III*	Child Development Grant Program Overview Pamphlet
____ G-21	Grant Record Change Form for Schools	____ G-206*	APLE Brochure
____ G-22	Payment Transaction Form for Schools		
____ G 42	Request for Cal Grant Fifth Year Benefits	____ V-25	<i>Teaching Careers Make a Difference - English</i>
____ G-44	Request for Cal Grant Teaching Credential Benefits	____ V-28	<i>Teaching Careers Make a Difference - Spanish</i>
____ G-51*	Graduate APLE Application/ Nomination Packet		
____ G-99*	Graduate APLE Pamphlet		
____ G-188*	LEPD Brochure		

VIDEOS

Institution Name		Code Number (Federal code plus 00) (H.S. - College Entrance Exam Board code plus 00)		Date (Allow two weeks for delivery)	
Street Address (Please print street address for UPS delivery)				Telephone Number:	
				E-mail Address:	
City		State	Zip Code	Person receiving order (OPTIONAL)	

Order quantities may be adjusted based on the availability of materials at the time an order is filled. Back orders will be filled as forms are reprinted.

Please print or type the street address where materials are to be shipped.

Orders may be placed with the California Student Aid Commission's warehouse via mail, fax, or telephone at the address and/or numbers indicated above.

Forms and Publications Order Form

Orders filled by the Shipping Center

California Student Aid Commission, P.O. Box 419027, Rancho Cordova, CA 95741-9027

Fax: Commission Shipping Center: (916) 526-8838

Telephone: Commission Shipping Center: (916) 526-7282

<input type="checkbox"/>	G-4	March 2nd GPA Verification Form	<input type="checkbox"/>	G-185	Cal Grant: New Program Guarantees College (Flyer)
<input type="checkbox"/>	G-4.1	September 2nd GPA Verification Form	<input type="checkbox"/>	English	<input type="checkbox"/> Spanish <input type="checkbox"/> Chinese
<input type="checkbox"/>	G-30	2003-04 Cal Grant Program Comparison	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/> Korean <input type="checkbox"/> Russian
<input type="checkbox"/>	G-66	FAFSA PIN Flyer	<u>CSAC and EdFund Fund Your Future</u>		
<input type="checkbox"/>	G-70	March 2 Poster	<input type="checkbox"/>	I-1	Fund Your Future Brochure - English
<input type="checkbox"/>	G-71	March 2 Bookmarks	<input type="checkbox"/>	I-1.1	Fund Your Future Brochure - Spanish
<input type="checkbox"/>	G-72	March 2 Postcards	<input type="checkbox"/>	I-2	Fund Your Future Workbook for Students - English
<input type="checkbox"/>	G-75	GED Brochure - English	<input type="checkbox"/>	I-3	Fund Your Future Workbook for Students - Spanish
<input type="checkbox"/>	G-75s	GED Brochure - Spanish	<input type="checkbox"/>	I-4	Fund Your Future Workbook Counselors' Guide
<input type="checkbox"/>	G-119	College Cash Box	<u>VIDEOS</u>		
<input type="checkbox"/>	G-121	"Ten Most Important Things" spiral notebook for <i>Students</i> (Maximum order 400 per school)	<input type="checkbox"/>	V-5	<i>It's Your Future</i>
<input type="checkbox"/>	G-122	"Ten Most Important Things" top tear notepad for <i>Counselor/Teacher</i> (Maximum order 400 per school)	<input type="checkbox"/>	V-6	<i>College - It's For You</i>
<input type="checkbox"/>	G-125	"La Opinion" <i>Student</i> Supplement	<input type="checkbox"/>	V-11	<i>Say Yes to Careful Borrowing</i> (For entering freshmen)
<input type="checkbox"/>	G-126	"La Opinion" <i>Parent</i> Supplement	<input type="checkbox"/>	V-12	<i>Give Yourself Credit</i> (For entering freshmen)
<input type="checkbox"/>	G-130	Student Direct Mail Piece	<input type="checkbox"/>	V-13	FAFSA video (CA version) - English
<input type="checkbox"/>	G-131	CSAC 11" x 17" Student Poster	<input type="checkbox"/>	V-24	FAFSA video (CA version) - Spanish
<input type="checkbox"/>	G-133	Corporate Sponsor Poster - 18" x 24"	<input type="checkbox"/>	V-15	Introduction to "Web Grants"
<input type="checkbox"/>	G-134	Parent Direct Mail Piece	The following videos have limited availability and will not be back ordered		
<input type="checkbox"/>	G-135	Teen Postcard - "A Day Late..."	<input type="checkbox"/>	V-27	<i>Ready, Set, Financial Aid!</i> - English
<input type="checkbox"/>	G-136	Teen Postcard - "No Excuses..."	<input type="checkbox"/>	V-28	<i>Ready, Set, Financial Aid!</i> - Spanish
<input type="checkbox"/>	G-180	FAFSA "Tips Sheet" for Students - Eng/Sp			

Institution Name		Code Number (Federal code plus 00) (H.S. - College Entrance Exam Board code plus 00)		Date (Allow two weeks for delivery)
Street Address (Please print street address for UPS delivery)			Telephone Number:	
			E-mail Address:	
City	State	Zip Code	Person receiving order (OPTIONAL)	

Order quantities may be adjusted based on the availability of materials at the time an order is filled. Back orders will be filled as forms are reprinted.

Please print or type the street address where materials are to be shipped.

Orders may be placed with the California Student Aid Commission's warehouse via mail, fax, or telephone at the address and/or numbers indicated above.